



BOARD OF ADJUSTMENT APPLICATION

Sandy City Community Development Department

10000 Centennial Parkway, Sandy, UT 84070

TEL# (801) 568-7250 FAX# (801) 568-7278

For staff use only

File/Case Number: BOA#

Date Filed: _____

Fee: \$220.00

Receipt# _____

Assigned Planner: _____

Type of Request (mark all that apply)

<input type="checkbox"/>	Variance
<input type="checkbox"/>	Special Exception

<input type="checkbox"/>	Alleged Error (Interpretation or Application of Development Code by Staff or Planning Commission)
<input type="checkbox"/>	Determination of Nonconforming Use

Please give a brief summary of the action requested:

Parcel Information

Name of Proposed Project: _____

Address of Proposed Project _____

Parcel Tax I.D. Number(s): _____

Size of Parcel in Square Feet _____

Proposed Development/Action (i.e., new construction, addition, etc.) _____

Applicant Information

Applicant's Name: _____

Address: _____ City, State, Zip _____

Phone #: Office: _____ FAX# _____ Home: _____

Email Address: _____

Signature: _____ Date: _____

Property Owner Information (if different than applicant)

Owner's Name: _____

Address: _____ City, State, Zip _____

Phone #: Office: _____ FAX# _____ Home: _____

Email Address: _____

Signature: _____ Date: _____

Project Staff

Developer: _____ Phone: _____

Engineer: _____ Phone: _____

Planner: _____ Phone: _____

Architect: _____ Phone: _____

Other: _____ Phone: _____

The Board of Adjustment meets on the second Thursday of the month. Applicants will be notified of changes in meetings and meeting times. The Planning Division will not officially accept a submittal until the conditions and necessary parts of each application procedure are completed. The Board of Adjustment will not review any submittal that is made less than fourteen (14) days prior to the scheduled meeting.

Application Materials Checklist:

	Property address and legal description. A legal description can be obtained from the deed, tax notice, or Salt Lake County Recorder's Office.
	Plot Plan drawn to scale on a minimum size paper of 8.5" x 11". The Plot Plan must include the following information: <ul style="list-style-type: none">! Actual lot dimensions! Size and locations of existing and proposed structures and improvements, including fences, driveways and storage sheds.! Distances between all improvements and property lines.! Building elevations, floor plans and any other pertinent information, if applicable.
	Property plat with aerial photograph (Sidwell maps). This is available from the Salt Lake County Recorder's Office, 2001 South State Suite N1600, phone number 468-3391. Your property should be clearly marked in red.
	A non-refundable application fee of \$220.00
	Answer all questions which are stated on the application instruction form on a separate sheet to outline your request.